



TO: All Managers and Supervisors

FROM: Ronald L. Stiver, Commissioner *RS*

THRU: Monty W. Combs
Deputy Commissioner/Controller *MWC*

DATE: April 8, 2005

SUBJ: DWD Policy 2004-23
Daily Deposits Requirement

RE: All funding sources administered by DWD

Mitchell E. Daniels, Jr., Governor
Ronald L. Stiver, Commissioner

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PURPOSE: To remind all DWD managers and supervisors of the state deposit requirements.

RESCISSIONS: DWD Policy 2003-04, issued April 2003.

CONTENT:

Indiana Code 5-13-6-1 requires that all public funds collected by state officers shall be deposited with the Treasurer of State, or an approved depository selected by the Treasurer of State, no later than the business day following the receipt of the funds. Public funds are defined as "all fees and funds of whatever kind or character coming into the possession of any public officer by virtue of that office" (IC 5-13-4-20). Such public funds may be in any form; i.e., check, money order, cashier's check, cash, etc. All receipts must be transferred to the Accounts Payable Section or Trust Fund Accounting section, as appropriate, on the date that they are received to help ensure that these funds are deposited timely.

EFFECTIVE DATE: Immediately upon receipt.

REVIEW DATE: April 08, 2007

ENDING DATE: May 08, 2007.

ACTION: Please transfer possession of all receipts to Accounts Payable or Trust Fund Accounting upon receipt. Any questions regarding this communication may be addressed to Missy Wolfe, AP Assistant Manager at 233-6673 or Pat Tweedy, AP Manager at 232-7726.

OWNERSHIP: Accounts Payable/Trust Fund Accounting.